

**CONSOLIDATED CITY OF INDIANAPOLIS
COUNTY OF MARION
STATE OF INDIANA**

**EXECUTIVE ORDER NO. 8, 2000
(This Executive Order supersedes Executive Order No. 2, 1997)**

**ESTABLISHMENT OF PERSONNEL POLICIES
AND PROCEDURES FOR APPOINTED OFFICIALS AND
CERTAIN OTHER EMPLOYEES**

WHEREAS, appointed officials and certain other employees are directly responsible for the effective management of City government and implementation of public policy; and

WHEREAS, these employees are subject to dismissal by the Mayor or a Department Director without cause;

NOW, THEREFORE, by virtue of the authority vested in me as Mayor of the City of Indianapolis and as successor-at-law to the Board of Commissioners of Marion County, it is hereby ordered as follows:

1. Scope. This Order applies to employees who satisfy either of the following criteria:

- a. Employees involved in the formulation of policy, who act as advisors and/or provide meaningful input into the governmental decision-making process, or have access to the deliberative decision-making process that is necessary to carry out the City's responsibilities, goals, or programs.
- b. Employees and officials appointed as prescribed or contemplated by law or the structure of government, all of whom are employees as defined in paragraph 1(a) of this Order, and who are expected to be available at any time during the day, seven days a week and to give much of their own time in performing their duties ("Appointed Officials").

2. Executive Payroll. The Mayor, or his authorized designee, may determine which appointed officials are to be classified as "executive" for payroll purposes and may in his discretion inform the appropriate human resources officials of that determination on an individual or group basis.

3. Benefit Leave for Appointed Officials. The Mayor, in his sole discretion, may grant up to one additional week of benefit leave per year for appointed officials in addition to the amount provided by ordinance. Such additional leave, if granted, shall accrue on a monthly basis. In the event any appointed official does not use all the benefit leave in a calendar year, the unused time may be carried forward with the Mayor's advance, written approval and in an amount consistent with ordinance; Provided, however, that the amount of benefit time accrued and payable upon

the employee's separation from employment shall be subject to the limitations imposed by City human resources policies, if any. Appointed officials shall schedule benefit leave with either their Department Directors or the Mayor, as applicable.

4. Compensatory Time for Appointed Officials. Compensatory time is not available for appointed officials, unless otherwise required by law. Due to the nature of their positions, appointed officials are expected by the Mayor to work a minimum of forty hours per week during normal business hours, unless they are on scheduled leave time or otherwise receive approval from the Mayor or a Department Director to alter their schedules.

5. Additional Employment. No employee covered by this Order shall engage in additional compensated employment without first securing the written approval of the Mayor, his authorized designee or a Department Director, as applicable.

6. No Grievance Rights. No employee covered by this Order has access to the City's Disciplinary Policy and Grievance Procedure. However, these employees may use the City's Discrimination and Sexual Harassment Complaint Procedures.

7. Previous Orders. All previous executive orders of the Mayor of the City of Indianapolis establishing personnel policies and procedures for appointed positions, including Executive Order No. 2, 1997, are hereby revoked.

8. Effective Date. This Executive Order shall become effective immediately.

DATED this 31 day of July, 2000.

CONSOLIDATED CITY OF INDIANAPOLIS
AND MARION COUNTY, INDIANA

By: Bart Peterson
Bart Peterson, Mayor

Approved as to form and legality:

By: A. Scott Chinn
A. Scott Chinn, Corporation Counsel